



Administration for Children and Families

Office of Refugee Resettlement

Rescue & Restore Victims of Human Trafficking Regional Program

HHS-2011-ACF-ORR-ZV-0080

Application Due Date: 01/18/2011

Rescue & Restore Victims of Human Trafficking Regional Program

HHS-2011-ACF-ORR-ZV-0080

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**Department of Health & Human Services
Administration for Children & Families**

Program Office:	Office of Refugee Resettlement
Funding Opportunity Title:	Rescue & Restore Victims of Human Trafficking Regional Program
Announcement Type:	Initial
Funding Opportunity Number:	HHS-2011-ACF-ORR-ZV-0080
CFDA Number:	93.598
Due Date For Letter of Intent:	12/20/2010
Due Date for Applications:	01/18/2011
Executive Summary:	

The central purpose of these cooperative agreements is to increase the identification and protection of human trafficking victims in the United States and to increase public awareness about human trafficking. The Anti-Trafficking in Persons Division within the Department of Health and Human Services (HHS) Office of Refugee Resettlement (ORR) seeks to accomplish this purpose by awarding cooperative agreements to organizations that will serve as regional focal points for an intensification of local outreach to and identification of victims of severe forms of trafficking in persons. Each successful applicant will be required to lead or actively participate in a community-led effort within a state to bring together and leverage local resources to address human trafficking in a region such as a Rescue & Restore Coalition or law enforcement taskforce ("coalition"). Also, each successful applicant must sub-award at least 60 percent of grant funds received to local organizations that can identify and/or work with victims of human trafficking. A successful applicant must be the planner, fiscal agent, monitor, and technical assistance provider for the sub-awardees. The grant recipient may retain no more than 40 percent of the grant award. ORR seeks to award one cooperative agreement per geographic area for a period of three years. The Director of ORR will give priority to geographic locations with reported high incidence of human trafficking. The Director of ORR may give priority consideration to applications that demonstrate three or more years of experience in identifying and assisting both sex and labor trafficking victims, making service referrals for trafficking victims, providing referrals to law enforcement, and providing technical assistance and trainings on human trafficking.

I. Funding Opportunity Description

Statutory Authority

These grants are authorized by the Trafficking Victims Protection Act of 2000 (TVPA), as amended, Sections 106(b) and 107(b)(1)(B), 22 U.S.C. 7104(b) and 7105(b)(1)(B); and Immigration and Nationality Act Sec. 412(c)(1)(A), 8 U.S.C. 1522(c)(1)(A).

Section 106(b) of the TVPA provides: "The President, acting through the Secretary of Labor, the Secretary of Health and Human Services, the Attorney General, and the Secretary of State, shall establish and carry out programs to increase public awareness, particularly among potential victims of trafficking, of the dangers of trafficking and the protections that are available for victims of trafficking."

Section 107(b)(1)(B) of the TVPA, as amended by the TVPRA, provides that "... The Secretary of Health and Human Services ... shall expand benefits and services to victims of severe forms of

trafficking in persons in the United States and aliens classified as a nonimmigrant under section 101(a)(15)(T)(ii) of Title 8, without regard to the immigration status of such victims." The provision also notes that "In the case of non-entitlement programs funded by the Secretary of Health and Human Services, such benefits and services may include services to assist potential victims of trafficking in achieving certification and to assist minor dependent children of victims of severe forms of trafficking in persons or potential victims of trafficking." This provision anticipates activities to assist victims prior to HHS certification, which would otherwise be required in order for victims to access most federally funded benefits.

Description

Background

Human trafficking is a form of modern-day slavery. Victims of human trafficking are young children, teenagers, men and women. They may be United States citizens, Lawful Permanent Residents (LPR), legal immigrants or undocumented aliens. Traffickers subject victims of human trafficking to commercial sexual exploitation or labor exploitation through the use of force, fraud, or coercion. A child under the age of 18 who has been recruited, harbored, transported, provided, or obtained for the purpose of commercial sex is a victim of human trafficking, without regard to the presence of force, fraud, or coercion. Many victims of human trafficking are forced to work in prostitution or the sex entertainment industry, but trafficking also occurs in forms of labor exploitation, such as domestic servitude, restaurant work, janitorial work, factory work and agricultural work. Traffickers use various techniques to instill fear in victims and to keep them enslaved.

The TVPA, as amended, designates HHS as the agency responsible for helping alien victims of trafficking in persons, as defined by the Federal law, become eligible to receive public benefits and services to help them rebuild their lives safely in the United States.

The TVPA authorizes HHS to:

1. Conduct public awareness, which is accomplished through a national public awareness campaign, outreach and education, and the provision of technical assistance and training to build local and regional capacity; and
2. Certify victims to be eligible for services: Certification is accomplished through victim outreach and identification; receipt of an HHS Certification Letter, Eligibility Letter, or Interim Assistance Letter; and service provision.

HHS currently carries out these activities through the use of grants and contracts designed to:

- a) Identify trafficking victims and make service referrals for victims of human trafficking in the United States, including foreign national, U.S. citizen and LPR victims;
- b) Conduct regional outreach, trainings and public awareness activities in areas designated within the funding application;
- c) Serve pre-certified and certified trafficking victims through a network of service providers throughout the United States;
- d) Raise public awareness of trafficking through the national *Rescue & Restore Victims of Human Trafficking* campaign; and
- e) Connect trafficking victims to local service providers and provide information and training to the general public, law enforcement, and service providers via the National Human Trafficking Resource Center (NHTRC) (1-888-3737-888).

Purpose and Scope

The central purpose of these cooperative agreements is to increase the identification and protection of

human trafficking victims in the United States and to increase public awareness about human trafficking. ORR intends to accomplish this purpose and to leverage the strengths of anti-trafficking organizations by awarding cooperative agreements to organizations that will serve as regional focal points for an intensification of local outreach to and identification of victims of human trafficking. Each applicant must define the geographic area or areas in which it will work by listing the cities or counties in which it and/or its sub-awards will do all of following activities: conduct trainings, outreach and public awareness activities; lead or actively participate in an anti-trafficking coalition; and provide service referrals for foreign, U.S. citizen, and LPR victims. A geographic area must be no bigger than a state or territory, although an applicant may propose work in a metropolitan area that crosses one or more state lines. Geographic areas do not have to be contiguous. If a successful applicant proposes an entire state as its geographic region, it must conduct the previously mentioned activities throughout the whole state. The applicant must have its principal office, or the office of the affiliate responsible for implementing the grant, in the proposed geographic area. If the headquarters office submits an application on behalf of an affiliate, the application must demonstrate that the affiliate fully supports the application.

ORR's aim is to build the capacity of local organizations resulting in greater numbers of trafficking victims identified and rescued. To that end, each successful applicant must sub-award 60 percent of grant funds to local organizations that can identify and/or work with victims of human trafficking, and retain no more than 40 percent of funds. Sub-awardees must be knowledgeable about human trafficking and well-positioned in the community so that they can conduct awareness of human trafficking and/or identify victims of human trafficking. Recipients of sub-awards must be located in the geographic area or areas specified by the applicant, as well as the communities in which they work. As capacity building is an important focus of ORR's anti-trafficking strategy, applicants are strongly encouraged to provide sub-awards to recipients that have a) a human trafficking activities budget for public awareness, outreach and services of \$300,000 or less, OR b) six or fewer full-time equivalent employees. The budget limitation preference does not include portions of the organization's budget related to administrative expenses or non-trafficking social services work. All sub-awards are subject to approval by the Project Officer. Applicants shall have at least informal agreements established with potential sub-awardees at the time of application so that these agreements can be finalized within two weeks of the project start date and eliminate delays in project implementation.

The grantee's work must encompass labor and sex trafficking victims as well as foreign, domestic, adult and child victims. The network of sub-awardees must not focus solely on one population or type of trafficking. In its role as planner, fiscal agent, monitor, and technical assistance provider, the successful applicant will establish and manage these sub-awardees, directly providing training and technical assistance to sub-awardees on topics including, but not limited to, identifying victims of human trafficking; conducting outreach and public awareness activities; providing referrals for services; working with law enforcement; and managing federal grant funds, including submitting invoices to the applicant.

Not every sub-awardee has to meet every objective of this project; applicants are encouraged to have a diversity of partnerships in order to maximize project results and impact. Sub-awardees are not required to have previous anti-trafficking experience, but must be knowledgeable about human trafficking and able to contribute to the applicant's goals and expected results. Sub-awardees may do the following activities: conduct trainings, outreach and public awareness activities; lead or actively participate in an anti-trafficking coalition; and provide service referrals for foreign, U.S. citizen, and LPR victims. In addition, sub-awards may provide urgent case management and direct services to meet immediate needs of potential foreign victims of human trafficking, such as food, clothing or shelter, when these needs cannot be met by any other Federal or state-funded program, including services provided by ORR's Anti-Trafficking in Persons Program; or by funds from the U.S. Department of Justice's Office for Victims of Crime (OVC) Services for Victims of Human Trafficking; or by federally funded benefits and services for which victims of a severe form of trafficking are eligible. An applicant and its subawards may allocate annually no more than \$5,000 of total grant funds for urgent case management and direct services. No funds under these grant awards may be used to serve U.S. citizen or LPR victims.

The primary recipient of the grant may conduct any of the same activities conducted by sub-awardees, or different activities, but must retain its role as planner, fiscal agent, monitor, and technical assistance provider to sub-awards. Allowable costs for the primary recipient's 40 percent of funds also include transportation; demand-reduction activities; and the provision of urgent case management and direct services to meet immediate needs such as food, clothing or shelter, when these needs cannot be met by any other Federal or state-funded program. The primary recipient may not sub-award the following tasks: providing training and technical assistance to sub-award organizations; monitoring sub-award organizations; and managing cooperative agreement funds.

Primary recipients and their sub-recipients may not use these funds to act as attorneys of record or provide legal services for victims of trafficking or possible victims of trafficking in matters against the Federal Government. ORR grantees may, in limited fashion, assist clients with applications for immigration benefits. This may include assisting the client in completing the application form or helping the client to create a coherent statement of facts. Such assistance cannot go beyond basic assistance with the application. That is, it may not include discussion of, recommendation of, or selection of legal strategies or tactics, legal research, or the giving of legal advice. The assistance may not provide legal representation to potential victims in ways that might create an adversarial relationship between the funding recipient and the Federal government. Grantees and their subawardees may also use program funds to provide know your rights' presentations and to facilitate legal representation by private attorneys willing to act on behalf of the individual *pro bono*.

PROJECT OBJECTIVES

The *Rescue & Restore Victims of Human Trafficking* Regional Program cooperative agreements have the following objectives:

1. To increase the number of adult and minor foreign national, U.S. citizen and lawful permanent resident victims of trafficking who are identified and connected to their respective service delivery systems, which may include the National Human Trafficking Resource Center and HHS issuance of Certification (adults) and the Eligibility Letter or Interim Assistance Letter (children). The primary applicant must establish, in coordination with its proposed sub-awardees, realistic and achievable numerical targets for each of the following: the number of victims identified; the number of victims referred to service providers; and the number of victims who receive Certification, Eligibility or Interim Assistance Letters as a result of grantee's or its subawards' efforts (for victims who are not U.S. citizens or lawful permanent residents). Continuation funding for years two and three will be contingent upon the applicant's ability to meet targets identified. Each primary applicant must include information on its past record of identifying foreign and domestic victims; obtaining Certification, Eligibility or Interim Assistance Letters for foreign victims; and providing referrals of victims to or receiving victim referrals from both law enforcement agencies and service providers. In addition, if an applicant was previously awarded Federal anti-trafficking grants or contracts, it must describe the purpose of the award and the results achieved with Federal funding.
2. To lead or actively participate in a local, regional and/or state-wide anti-trafficking coalition that may include State or local government personnel, such as the State Refugee Coordinator; community health officials; local service providers; community-based organizations; ethnic organizations; law enforcement officials; family court and juvenile justice officials; victims of crime; and others working collaboratively to end trafficking in their community. Award recipients who lead anti-trafficking coalitions must ensure coalition membership includes representatives from relevant sectors of the community and plan and execute training opportunities for coalition members. Award recipients who lead anti-trafficking coalitions must provide target numbers for membership objectives, members' anti-trafficking outreach and public awareness activities, and for training opportunities for coalition members. Applicants should provide letters of support from relevant law enforcement agents in the geographic region. If an applicant does not lead the coalition, it must obtain letters of support from the coalition leader or other coalition

members.

3. To build capacity by providing training and technical assistance on human trafficking to local organizations. Applicants must establish target numbers for numbers of persons trained in social service agencies and law enforcement agencies who are not members of the coalition. In addition, applicants must demonstrate knowledge of the TVPA and the federal definition trafficking in persons. Applicants are encouraged to provide training to the following sectors: social service organizations (including runaway shelters, homeless shelters, substance abuse treatment centers, domestic violence organizations and shelters, sexual assault responders and organizations dealing with women's issues); schools; faith-based organizations and congregations; ethnic and mutual assistance organizations; legal services organizations; social service agencies dealing with child victims of crime; public health entities (including emergency room staff, clinic staff, family planning clinics, crisis pregnancy centers and schools of public health and social work); Government officers (including local, State, law enforcement, ACF regional offices and consulates); immigration organizations; business/labor organizations; transportation industry; juvenile justice systems; and child welfare agencies.

4. To build capacity by providing financial assistance (via sub-awarding 60 percent of funds) and training and technical assistance to existing local organizations that can identify and/or work with victims of human trafficking. Sub-awardees must be knowledgeable about human trafficking and well-positioned in the community so that they can conduct awareness of human trafficking and/or identify victims of human trafficking. Sub-awardees are not required to have previous anti-trafficking experience, but must be able to contribute to the applicant's goals and expected results. The applicant must include in the application the name of each proposed sub-awardee organization and include as an attachment a signed Memorandum of Understanding (MOU) or a signed letter of intent and draft sub-award agreement with a detailed description of the sub-awardee's activity and how its work will contribute to the project objectives.

5. To educate the public about the dangers of human trafficking, how to identify victims, and the protections that are available for victims. Applicants are encouraged to use *Rescue & Restore* campaign messages and materials. Activities may include demand-reduction strategies, such as the development and dissemination of information and education materials targeted to the potential beneficiaries, users, or purveyors of labor or commercial sexual activities provided by or as a result of activities by victims of trafficking. Applicants must provide target numbers for numbers of people reached during public awareness activities.

6. To create a Regional Promising Practices Compendium that ORR may make available to the human trafficking community via the Internet. This compendium should include promising practices and lessons learned, including those specific to the region, regarding victim identification, law enforcement collaboration, service provision, coalition growth and sustainability, working with sub-awards, and public awareness and outreach activities. This compendium should cover the hands-on anti-trafficking work being conducted in the region and the direct experiences of the applicant and its sub-recipients. The recipient must first submit the compendium to ORR within 30 days of the conclusion of the first year of the project, and submit updated versions at the end of the second and third years.

PROJECT REQUIREMENTS:

- 1) Quarterly performance and financial reports documenting progress on activities and amount of grant funds expended;
- 2) Participate in monthly phone calls or in-person meetings with HHS to discuss project activities, plans, problems, and solutions;and
- 3) Regional Promising Practices Compendium.

II. Award Information

Funding Instrument Type:	Cooperative Agreement
Estimated Total Funding:	\$3,000,000
Expected Number of Awards:	12
Award Ceiling:	\$300,000 Per Budget Period
Award Floor:	\$0 Per Budget Period
Average Projected Award Amount:	\$300,000 Per Budget Period

Length of Project Periods:

36-month project with three 12-month budget periods

Additional Information on Awards:

Awards made under this announcement are subject to the availability of Federal funds.

The length of the Project Period for this cooperative agreement is 36 months with three 12-month budget periods. Awards will be for one-year budget periods, although the project period will be three years. Awards will be contingent upon the outcome of the competition and the availability of funds. **Applicants should provide a detailed budget and budget justification for the first 12-month budget period.** Applications for continuation grants funded under these awards beyond the one-year budget period may be entertained on a non-competitive basis, subject to availability of funds, satisfactory progress of the projects, and a determination that continued funding is in the best interest of the Federal Government.

Description of ACF's Anticipated Substantial Involvement Under the Cooperative Agreement

Under a cooperative agreement, substantial involvement is anticipated between the awarding office and the recipient during performance of the funded activity. Substantial involvement will require that the ORR Project Officer approve the proposed project plan, logic model and budget prior to implementation. Substantial involvement will include collaboration by the ORR Project Officer in certain specified activities as determined by ORR and, as appropriate, decision-making at specified milestones related to performance.

Under the cooperative agreement, the successful applicant must participate in status meetings by telephone with ORR representatives to review project implementation (monthly, or as required by the Project Officer). In addition, the successful applicant must submit the following to the Project Officer for review and approval (where applicable):

- (1) Resumes for key project staff, including sub-awardees; key project staff are subject to approval by the Project Officer;
- (2) Job descriptions for each project staff person, including sub-award staff;
- (3) Names and locations of sub-awardee organizations; all sub-awardees are subject to approval by the Project Officer;
- (4) Memoranda of Understanding (MOUs) with organizations selected for receipt of sub-awarded funds;
- (5) A detailed description of the awardee's and each sub-awardee's activities, if not described in the MOUs or project plan;
- (6) Amount of funding allocated to each sub-awardee;
- (7) Schedule for monitoring sub-awardees with respect to location, dates and topics;
- (8) Reports following site visits of sub-awardees within 30 days of site visit;
- (9) All non-Rescue and Restore materials used or created for trainings or outreach; these materials are subject to approval by the Project Officer and must be submitted to Project Officer 30 days before they are

used; and

(10) Quarterly performance and expenditure reports.

Please see *Section IV.5 Funding Restrictions* for any limitations on the use of grant funds awarded under this announcement.

III. Eligibility Information

III.1. Eligible Applicants

State governments; county governments; city or township governments; special district governments; independent school districts; public and state controlled institutions of higher education; Native American tribal governments (federally recognized); public housing authorities/Indian housing authorities; Native American tribal organizations (other than federally recognized tribal governments); nonprofits having a 501(c)(3) status with the IRS, other than institutions of higher education; private institutions of higher education; for-profit organizations other than small businesses; small businesses

Individuals, foreign entities, and sole proprietorship organizations are not eligible to compete for, or receive, awards made under this announcement.

Faith-based and community organizations that meet eligibility requirements are eligible to receive awards under this funding opportunity announcement.

See "Legal Status of Applicant Entity" in *Section IV.2* for documentation required to support eligibility.

III.2. Cost Sharing or Matching

Cost Sharing / Matching Requirement: No

Refer to *Section IV.2* for information on pre-application submissions.

III.3. Other

Disqualification Factors

Applications with requests that exceed the ceiling on the amount of individual awards as stated in *Section II. Award Information*, will be deemed non-responsive and will not be considered for funding under this announcement.

Applications that fail to satisfy the due date and time deadline requirements stated in *Section IV.3. Submission Dates and Times*, will be deemed non-responsive and will not be considered for funding under this announcement.

See *Section IV.3. Submission Dates and Times* for disqualification information specific to electronically-submitted applications:

- Electronically-submitted applications that do not receive a date/time-stamp email indicating application submission on or before 4:30 p.m., eastern time, on the due date, will be disqualified and will not be considered for competition.

- Electronically-submitted applications that fail the checks and validations at www.Grants.gov because the Authorized Organization Representative (AOR) does not have a current registration at the Central Contractor Registry (CCR) at the time of application submission will be disqualified and will not be considered for competition.

Section IV. Application and Submission Information

IV.1. Address to Request Application Package

Standard Forms, assurances, and certifications are available at the [ACF Funding Opportunities Forms](#) webpage. Standard Forms are also available at the [Grants.gov Forms Repository](#) website.

Maggie Wynne

Anti-Trafficking in Persons Division

Office of Refugee Resettlement

370 L'Enfant Promenade SW, 8th Floor West

Washington, DC 20447

Phone: (202) 401-4664

Fax: (202) 401-5487

Email: trafficking@acf.hhs.gov

Federal Relay Service:

Hearing-impaired and speech-impaired callers may contact the Federal Relay Service for assistance at 1-800-877-8339 (TTY - Text Telephone or ASCII - American Standard Code For Information Interchange).

Section IV.2. Content and Form of Application Submission

Applicants are required to submit one original and two copies of all application materials if applying in hard-copy. Applicants submitting applications electronically via www.grants.gov need not provide additional copies of their application materials.

The original signature of the Authorized Organization Representative (AOR) is required only on the original copy. The AOR is named by the applicant, and is authorized to act for the applicant, to assume the obligations imposed by the Federal laws, regulations, requirements, and conditions that apply to the grant application or awards. A point of contact on matters involving the application must also be identified on the SF-424 at item 8f. The point of contact, known as the Project Director or Principal Investigator, should not be identical to the person identified as the AOR.

Except for the required Standard Forms (SFs), application materials for both hard copy and electronic submissions must be submitted on 8 ½" x 11" white paper with 1-inch margins. All pages of the application submission must be sequentially numbered. Project Descriptions, narratives, summaries, etc., must be in double-spaced format in 12-point font. Application materials must be one-sided for duplication purposes. Application copies (original and two copies) must not be bound, they may be clipped or rubber-banded together.

Page limitations do not include the required Standard Forms. A formula will be applied to application materials that are submitted in other than a double-spaced format. Pages that are determined to be in excess of the page limitation will be removed and will not be reviewed.

This section provides specific information on page limitations, the required Standard Forms and other

forms, certifications and assurances, D-U-N-S Number and Central Contractor Registration (CCR) requirements, the project description, budget and budget justification, and methods of application submission.

This section may also include the order of assembly for hard copy application submissions.

A checklist of required application elements is available for applicants' use in *Section VIII* of this announcement.

Program Requirement

Applicants must certify that, to the extent practicable, its staff and subaward staff, if applicable, providing legal services, social services, health services, or other assistance have completed, or will complete, training in connection with trafficking in persons.

Application Format

Do not use colored, oversized, or folded materials. Do not include books, video tapes, organizational brochures or other promotional materials, slides, films, and clips.

Page Limitation

The narrative must be no longer than 30 pages; this page limit does not include the one-page project summary/abstract, table of contents, budget, and budget narrative. The logic model and supporting documentation such as third-party agreements, MOUs, resumes, organizational chart, position descriptions, proof of non profit status and letters of support must be part of the attachment section, which also has a 30-page limit. Standard forms, assurances and certifications are not included in the 30-page limits for either the narrative or the attachment section.

Number all application pages sequentially throughout the package, beginning with the narrative of the proposed project as page one. Number the pages of the attachments, but do not number pages that are not included in the page limits.

Forms, Assurances, and Certifications

Applicants seeking financial assistance under this announcement must submit the listed Standard Forms (SFs), assurances, and certifications. All required Standard Forms, assurances, and certifications are available at [ACF Funding Opportunities Forms](#) or at the [Grants.gov Forms Repository](#) unless specified otherwise.

Forms / Assurances / Certifications	Submission Requirement	Notes / Description
D-U-N-S Number and Central Contractor Registration	Required of all applicants.	Required of all applicants.
Certification Regarding Environmental Tobacco Smoke	Submission required for all applicants applying for a construction project by the application due date.	Required for all applications.

Certification Regarding Drug-free Workplace Environment	Submission required for all applicants applying for a construction project by the application due date.	Required for all applications.
Survey on Ensuring Equal Opportunity for Applicants	Submission is voluntary.	Non-profit private organizations (not including private universities) are encouraged to submit the " <i>Survey on Ensuring Equal Opportunity for Applicants</i> " with their applications. Submission of the survey is voluntary. Applicants applying electronically may submit this survey along with the application. Hard copy submissions should include the survey in a separate envelope.
SF-424 - Application for Federal Assistance SF-P/PSL - Project/Performance Site Location(s)	Submission required for all applicants by the application due date.	Required for all applications.
SF-424A - Budget Information - Non-Construction Programs SF-424B - Assurances - Non-Construction Programs	Submission required for all applicants applying for a non-construction project by the application due date.	Required for all applications.
Certification Regarding Lobbying	Submission required of all applicants prior to award.	Required for all applications.
SF-LLL - Disclosure of Lobbying Activities, if applicable	If applicable, submission is required prior to award.	If any funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this commitment providing for the United States to insure or guarantee a loan, the applicant shall complete and submit the SF-LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions. Applicants must furnish an executed copy of the Certification Regarding Lobbying prior to award.

The Pro-Children Act of 2001, 42 U.S.C. 7181 through 7184, imposes restrictions on smoking in facilities where federally funded children's services are provided. HHS grants are subject to these requirements only if they meet the Act's specified coverage. The Act specifies that smoking is prohibited in any indoor facility (owned, leased, or contracted for) used for the routine or regular provision of kindergarten, elementary, or secondary education or library services to children under the age of 18. In addition, smoking is prohibited in any indoor facility or portion of a facility (owned, leased, or contracted for) used for the routine or regular provision of federally funded health care, day care, or early childhood development, including Head Start services to children under the age of 18. The statutory prohibition also applies if such facilities are constructed, operated, or maintained with Federal funds. The statute does not apply to children's services provided in private residences, facilities funded solely by Medicare or Medicaid funds, portions of facilities used for inpatient drug or alcohol treatment, or facilities where WIC coupons are redeemed. Failure to comply with the provisions of the law may result in the imposition of a civil monetary penalty of up to \$1,000 per violation and/or the imposition of an administrative compliance order on the responsible entity.

By signing and submitting the application, applicants are making the appropriate certification of their compliance with all Federal statutes relating to nondiscrimination.

Additional information on certifications and assurances may be found in the HHS Grants Policy Statement at: <http://www.acf.hhs.gov/grants/notices.html#policy>.

DUNS Number and CCR Registration Requirements

DUNS Number Requirement

All applicants for grants and cooperative agreements must have a DUNS number (Data Universal Numbering System) at the time of application. A DUNS number is required whether an applicant is submitting a paper application or using the Government-wide electronic portal, www.Grants.gov.

A DUNS number is required for every application for a new award or renewal/continuation of an award, including applications or plans under formula, entitlement, and block grant programs. A DUNS number may be acquired at no cost online at <http://www.dnb.com>. To acquire a DUNS number by phone, contact the D&B Government Customer Response Center:

U.S. and U.S. Virgin Islands: 1-866-705-5711

Alaska and Puerto Rico: 1-800-234-3867 (Select Option 2, then Option 1)

Monday - Friday 7 AM to 8 PM c.s.t.

The process to request a D-U-N-S® Number by telephone takes between 5 and 10 minutes.

CCR Registration Requirement

Effective October 1, 2010, HHS requires all entities that plan to apply for and ultimately receive Federal grant funds from any HHS Operating/Staff Division (OPDIV) or receive subawards directly from recipients of those grant funds to:

- Be registered in the CCR prior to submitting an application of plan;
- Maintain an active CCR registration with current information at all times during which it has an active award or an application or plan under consideration by an OPDIV; and
- Provide its DUNS number in each application or plan it submits to the OPDIV.

An award cannot be made until an applicant has complied with these requirements. At the time an award is ready to be made, if the intended recipient has not complied with these requirements, the OPDIV:

- May determine that the applicant is not qualified to receive an award; and
- May use that determination as a basis for making an award to another applicant.

Additionally, all first-tier subaward recipients (i.e., direct subrecipient) must have a DUNS number at the time the subaward is made

CCR registration may be made online at <https://www.bpn.gov/ccr/> or by phone at 1-877-252-2700.

Due to the possibility of heavy traffic at the CCR website, applicants are strongly encouraged to register at the CCR well in advance of the application due date.

Definitions:

Central Contractor Registration (CCR): The Federal registrant database and repository into which an entity must provide information required for the conduct of business as a recipient. CCR, managed by the General Services Administration, collects, validates, stores, and disseminates data in support of agency financial assistance missions.

Data Universal Numbering System (DUNS) Number: The nine-digit number established and assigned by Dun and Bradstreet, Inc. (D&B) to uniquely identify business entities.

Entity:

Means all of the following:

- A Governmental organization, which is a State, local government, or Indian tribe;
- A foreign public entity;
- A domestic or foreign for-profit organization; and
- A Federal agency, but only as a subrecipient under an award or subaward to a non-Federal entity.

Subaward: This term means a legal instrument to provide support for the performance of any portion of the substantive project or program for which you received this award and that the recipient awards to an eligible subrecipient.

- This term does not include the procurement of property and services needed to carry out the project or program (for further explanation, see Sec. --.210 of the attachment to OMB Circular A-133, "Audits of States, Local Governments, and Non-Profit Organizations").
- A subaward may be provided through any legal agreement, including an agreement that the grantee or a subrecipient consider to be a contract.

First Tier Subrecipient: An entity that receives a subaward from a prime grantee and is accountable to the prime for the use of the Federal funds provided by the subaward.

The Project Description

Part I: The Project Description Overview

The project description provides the majority of information by which an application is evaluated and ranked in competition with other applications for available assistance. The project description should be concise and complete. It should address the activity for which Federal funds are being requested. Supporting documents should be included where they can present information clearly and succinctly. In preparing the project description, information that is responsive to each of the requested evaluation criteria must be provided. Awarding offices use this and other information in making their funding recommendations. It is important, therefore, that this information be included in the application in a manner that is clear and complete.

General Expectations and Instructions

ACF is particularly interested in specific project descriptions that focus on outcomes and convey strategies for achieving intended performance. Project descriptions are evaluated on the basis of substance and measurable outcomes, not length. Extensive exhibits are not required. Cross-referencing should be used rather than repetition. Supporting information concerning activities that will not be directly funded by the grant or information that does not directly pertain to an integral part of the grant-funded activity should be placed in an appendix.

Part II: General Instructions for Preparing a Full Project Description

Introduction

Applicants that are required to submit a full project description shall prepare the project description statement in accordance with the following instructions while being aware of the specified evaluation criteria. The topics listed in this section provide a broad overview of what the project description should include while the Criteria in *Section V.I* identify the measures that will be used to evaluate applications.

Letter of Intent

Applicants are strongly encouraged to notify ACF of their intention to submit an application under this announcement. Please submit the letter of intent by the deadline date listed in Section IV.3 Submission Dates and Times. The letter of intent should include the following information: number and title of this announcement; the name and address of the applicant organization; and/or Fiscal Agent (if known); and the name, phone number, fax number and email address of a contact person. Letter of intent information will be used to determine the number of expert reviewers needed to evaluate applications. The letter of intent is **optional**. Failure to submit a letter of intent will not impact eligibility to submit an application and will not disqualify an application from competitive review.

Letters of intent are strongly encouraged but not required. ORR should receive letters of intent by 4:30 p.m., eastern time, on the due date found at the beginning of the announcement and in Section IV.3. Letters should state the funding opportunity number and title, the applicant's name and address and the name, phone number, fax number, and email address of a contact person.

Letter of intent should be sent to the attention of Maggie Wynne, Director of Anti-Trafficking in Persons Division, Office of Refugee Resettlement, Administration of Children and Families, 370 L'Enfant Promenade SW, 8th Floor West, Washington, DC 20447.

Letters may also be faxed to 202-401-5487 or by email to trafficking@acf.hhs.gov.

Table of Contents

List the contents of the application including corresponding page numbers.

Project Summary/Abstract

Provide a summary of the application's project description. The summary must be clear, accurate, concise, and without reference to other parts of the application. The abstract must include a brief description of the proposed grant project including the needs to be addressed, the proposed services, and the population group(s) to be served.

Please place the following at the top of the abstract:

- Project Title
- Applicant Name
- Address
- Contact Phone Numbers (Voice, Fax)
- E-Mail Address
- Web Site Address, if applicable

The project abstract must be single-spaced and limited to one page in length.

Objectives And Need For Assistance

Clearly identify the physical, economic, social, financial, institutional, and/or other problem(s) requiring a solution. The need for assistance including the nature and scope of the problem must be demonstrated, and the principal and subordinate objectives of the project must be clearly and concisely stated; supporting documentation, such as letters of support and testimonials from concerned interests other than the applicant, may be included. Any relevant data based on planning studies or needs assessments should be included or referred to in the endnotes/footnotes. Incorporate demographic data and participant/beneficiary information, as needed. In developing the project description, the applicant may volunteer or be requested to provide information on the total range of projects currently being conducted and supported (or to be initiated), some of which may be outside the scope of the program announcement.

Outcomes Expected

Identify the outcomes to be derived from the project.

Applicants must provide realistic and achievable target numbers for the number of victims identified; the number of victims referred to service providers; and the number of victims who receive Certification, Eligibility and/or Interim Assistance Letters as a result of grantee's or its subawards' efforts; persons trained in social service agencies and law enforcement agencies; numbers of people reached during public awareness activities; and for applicants who lead a coalition, target numbers for increasing membership, members' outreach and public awareness anti-trafficking activities, and training opportunities for coalition members.

Approach

Outline a plan of action that describes the scope and detail of how the proposed work will be accomplished. Account for all functions or activities identified in the application. Cite factors that might accelerate or decelerate the work and state your reason for taking the proposed approach rather than others. Describe any unusual features of the project such as design or technological innovations, reductions in cost or time, or extraordinary social and community involvement.

Provide quantitative monthly or quarterly projections of the accomplishments to be achieved for each function or activity in such terms as the number of people to be served and the number of activities accomplished. Data may be organized and presented as project tasks and subtasks with their corresponding timelines during the project period. For example, each project task could be assigned to a row in the first column of a grid. Then, a unit of time could be assigned to each subsequent column, beginning with the first unit (i.e., week, month, quarter) of the project and ending with the last. Shading, arrows, or other markings could be used across the applicable grid boxes or cells, representing units of time, to indicate the approximate duration and/or frequency of each task and its start and end dates within the project period.

When accomplishments cannot be quantified by activity or function, list them in chronological order to show the schedule of accomplishments and their target dates.

Provide a list of organizations, cooperating entities, consultants, or other key individuals who will work on the project, along with a short description of the nature of their effort or contribution.

Describe how the applicant will address the Program Purposes and all six objectives listed in Purpose and Scope in Section I and will pursue a comprehensive plan for accomplishing all six objectives.

Applicants should include a plan for overall fiscal and program management accountability of awarded funds (including subawarded funds).

Applicants must submit a logic model for designing and managing their project. Applicants are required to incorporate all six program objectives into the logic model. The logic model must include specific activities for each objective, target numbers for each activity, outcomes and timelines for accomplishing activities.

Evaluation

Provide a narrative addressing how the conduct of the project and its results will be evaluated. In addressing the evaluation of results, state what measures will be used to determine the extent to which the project has achieved its stated objectives and the extent to which the accomplishment of objectives can be attributed to the project. Discuss the criteria to be used to evaluate results, and explain the methodology that will be used to determine if the needs identified and discussed are being met and if the project results and benefits are being achieved. With respect to the conduct of the project, define the procedures to be employed to determine whether the project is being conducted in a manner consistent with the work plan presented and discuss the impact of the project's various activities that address the project's effectiveness.

The description must show how the grantee will conduct program assessments based on outcomes to incorporate program improvements.

Geographic Location

Describe the precise location of the project and boundaries of the area to be served by the proposed project. Maps or other graphic aids may be attached.

Legal Status of Applicant Entity

Applicants must provide the following documentation of their legal status:

Proof of Non-Profit Status

Non-profit organizations applying for funding are required to submit proof of their non-profit status. Proof of non-profit status is any one of the following:

- A reference to the applicant organization's listing in the IRS's most recent list of tax-exempt organizations described in the IRS Code.
- A copy of a currently valid IRS tax-exemption certificate.
- A statement from a State taxing body, State attorney general, or other appropriate State official certifying that the applicant organization has non-profit status and that none of the net earnings accrue to any private shareholders or individuals.
- A certified copy of the organization's certificate of incorporation or similar document that clearly establishes non-profit status.
- Any of the items in the subparagraphs immediately above for a State or national parent organization and a statement signed by the parent organization that the applicant organization is a local non-profit affiliate.

When applying electronically, proof of non-profit status may be submitted as an attachment; however, proof of non-profit status must be submitted prior to award.

Logic Model

Applicants are expected to use a model for designing and managing their project. A logic model is a one-page diagram that presents the conceptual framework for a proposed project and explains the links among program elements. While there are many versions of logic models, for the purposes of this announcement the logic model should summarize the connections between the:

- Goals of the project (e.g., objectives, reasons for proposing the interventions, if applicable);
- Assumptions (e.g., beliefs about how the program will work and its supporting resources. Assumptions should be based on research, best practices, and experience);

- Inputs (e.g., organizational profile, collaborative partners, key staff, budget);
- Activities (e.g., approach, listing key intervention, if applicable);
- Outputs (i.e., the direct products or deliverables of program activities); and
- Outcomes (i.e., the results of a program, typically describing a change in people or systems).

Project Sustainability Plan

Provide a plan for sustainability that details how the proposed project approach will create project self-sufficiency and help to ensure that the impact of the project will continue after Federal assistance has ended. The applicant may include information on plans to secure additional financial resources.

Organizational Capacity

- Organizational charts

Provide a biographical sketch or resume for each key person appointed. Resumes should be no more than two pages in length. Job descriptions for each vacant key position should be included as well. As new key staff are appointed, biographical sketches or resumes will also be required.

Third-Party Agreements

Provide written and signed agreements between grantees and subgrantees, or subcontractors, or other cooperating entities. These agreements must detail the scope of work to be performed, work schedules, remuneration, and other terms and conditions that structure or define the relationship.

Letters Of Support

Provide statements from community, public, and commercial leaders that support the project proposed for funding. All submissions should be included in the application package or by the application deadline.

Budget and Budget Justification

Provide a budget with line-item detail and detailed calculations for each budget object class identified on the Budget Information Form (SF-424A or SF-424C). Detailed calculations must include estimation methods, quantities, unit costs, and other similar quantitative detail sufficient for the calculation to be duplicated. If matching is a requirement, include a breakout by the funding sources identified in Block 18 of the SF-424.

Provide a narrative budget justification for the first year of the proposed project. The narrative budget justification should describe how the categorical costs are derived. Discuss the necessity, reasonableness, and allocation of the proposed costs.

General

Use the following guidelines for preparing the budget and budget justification. Both Federal and non-Federal resources (when required) shall be detailed and justified in the budget and budget narrative justification. "Federal resources" refers only to the ACF grant funds for which you are applying. "Non-Federal resources" are all other non-ACF Federal and non-Federal resources. It is suggested that budget amounts and computations be presented in a columnar format: first column, object class categories; second column, Federal budget; next column(s), non-Federal budget(s); and last column, total budget. The budget justification should be in a narrative form.

Personnel

Description: Costs of employee salaries and wages.

Justification: Identify the project director or principal investigator, if known at the time of application. For each staff person, provide: the title; time commitment to the project in months; time commitment to the project as a percentage or full-time equivalent; annual salary; grant salary; wage rates; etc. Do not include the costs of consultants, personnel costs of delegate agencies, or of specific project(s) and/or businesses to be financed by the applicant.

Fringe Benefits

Description: Costs of employee fringe benefits unless treated as part of an approved indirect cost rate.

Justification: Provide a breakdown of the amounts and percentages that comprise fringe benefit costs such as health insurance, Federal Insurance Contributions Act (FICA) taxes, retirement insurance, taxes, etc.

Travel

Description: Costs of project-related travel by employees of the applicant organization. (This item does not include costs of consultant travel).

Justification: For each trip show: the total number of traveler(s); travel destination; duration of trip; per diem; mileage allowances, if privately owned vehicles will be used to travel out of town; and other transportation costs and subsistence allowances. If appropriate for this project, travel costs for key staff to attend ACF-sponsored workshops should be detailed in the budget.

Equipment

Description: "Equipment" means an article of nonexpendable, tangible personal property having a useful life of more than one year and an acquisition cost that equals or exceeds the lesser of: (a) the capitalization level established by the organization for the financial statement purposes, or (b) \$5,000. (Note: Acquisition cost means the net invoice unit price of an item of equipment, including the cost of any modifications, attachments, accessories, or auxiliary apparatus necessary to make it usable for the purpose for which it is acquired. Ancillary charges, such as taxes, duty, protective in-transit insurance, freight, and installation, shall be included in or excluded from acquisition cost in accordance with the organization's regular written accounting practices.)

Justification: For each type of equipment requested provide: a description of the equipment; the cost per unit; the number of units; the total cost; and a plan for use on the project; as well as use and/or disposal of the equipment after the project ends. An applicant organization that uses its own definition for equipment should provide a copy of its policy, or section of its policy, that includes the equipment definition.

Supplies

Description: Costs of all tangible personal property other than that included under the Equipment category.

Justification: Specify general categories of supplies and their costs. Show computations and provide other information that supports the amount requested.

Contractual

Description: Costs of all contracts for services and goods except for those that belong under other categories such as equipment, supplies, construction, etc. Include thirdparty evaluation contracts, if applicable, and contracts with secondary recipient organizations, including delegate agencies and specific project(s) and/or businesses to be financed by the applicant.

Justification: Demonstrate that all procurement transactions will be conducted in a manner to provide, to the maximum extent practical, open and free competition. Recipients and subrecipients, other than States that are required to use 45 CFR Part 92 procedures, must justify any anticipated procurement action that is expected to be awarded without competition and exceeds the simplified acquisition threshold fixed at 41 U.S.C. 403(11), currently set at \$100,000. Recipients may be required to make pre-award review and procurement documents, such as requests for proposals or invitations for bids, independent cost estimates, etc. available to ACF.

Note: Whenever the applicant intends to delegate part of the project to another agency, the applicant must provide a detailed budget and budget narrative for each delegate agency, by agency title, along with the same supporting information referred to in these instructions.

Other

Description: Enter the total of all other costs. Such costs, where applicable and appropriate, may include but are not limited to: local travel; insurance; food; medical and dental costs (noncontractual); professional services costs; space and equipment rentals; printing and publication; computer use; training costs, such as tuition and stipends; staff development costs; and administrative costs.

Justification: Provide computations, a narrative description and a justification for each cost under this category.

Indirect Charges

Description: Total amount of indirect costs. This category should be used only when the applicant currently has an indirect cost rate approved by the Department of Health and Human Services (HHS) or another cognizant Federal agency.

Justification: An applicant that will charge indirect costs to the grant must enclose a copy of the current rate agreement. If the applicant organization is in the process of initially developing or renegotiating a rate, upon notification that an award will be made, it should immediately develop a tentative indirect cost rate proposal based on its most recently completed fiscal year, in accordance with the cognizant agency's guidelines for establishing indirect cost rates, and submit it to the cognizant agency. Applicants awaiting approval of their indirect cost proposals may also request indirect costs. When an indirect cost rate is requested, those costs included in the indirect cost pool should not be charged as direct costs to the grant. Also, if the applicant is requesting a rate that is less than what is allowed under the program, the authorized representative of the applicant organization must submit a signed acknowledgement that the applicant is accepting a lower rate than allowed.

Paperwork Reduction Disclaimer

As required by the Paperwork Reduction Act of 1995, Pub.L. 104-13, the public reporting burden for the Project Description is estimated to average 40 hours per response, including the time for reviewing instructions, gathering and maintaining the data needed, and reviewing the collection information. The Project Description information collection is approved under OMB control number 0970-0139, which expires 11/30/2012. An agency may not conduct or sponsor, and a person is not required to respond to, a collection of information unless it displays a currently valid OMB control number.

Application Submission Options

Electronic Submission via www.Grants.gov

- ACF will not accept applications via facsimile or email.
- The Funding Opportunity Announcement is found on the Grants.gov website at <http://www.grants.gov> where the electronic application can be downloaded for completion.
- To apply electronically, applicants must be registered with Grants.gov, Dun and Bradstreet (DUNS Number), and the Central Contractor Registry (CCR).
- Electronically submitted applications must be received and time/date stamped by the due date and receipt time described in this announcement in *Section IV.3. Submission Dates and Times*.
- To submit an application through Grants.gov, the applicant must be the Authorized Organization Representative (AOR) for their organization and must have current registration with the Central Contractor Registry (CCR).
- **Central Contractor Registry (CCR) registration must be updated annually.** As of October 1, 2010, all applicants for Federal grants and cooperative agreements are required to have CCR registration.
- Electronically submitted applications will not pass the validation check at Grants.gov if the AOR does not have a current CCR registration and electronic signature credentials.
- Applications rejected by Grants.gov for an unregistered AOR will be disqualified and will not be considered for competition.
- Additional guidance on the submission of electronic applications can be found at http://www.acf.hhs.gov/grants/registration_checklist.html.
- If difficulties are encountered in using Grants.gov, applicants must contact the Grants.gov Contact Center at: 1-800-518-4726, or by email at support@grants.gov, to report the problem and obtain assistance. Hours of Operation: 24 hours a day, 7 days a week. The Grants.gov Contact Center is closed on Federal holidays.
- Applicants should retain Grants.gov Contact Center service ticket number(s) as they may be needed for future reference.
- Applicants that submit their applications electronically should retain a hard copy of their application package.
- It is to an applicant's advantage to submit their applications at least 24 hours in advance of the closing date and time.
- Applicants should not wait until the due date for applications to begin submission of their application.

Contact with the Grants.gov Contact Center prior to the listed due date and time does not ensure acceptance of your application. If difficulties are encountered, ACF's Grants Management Officer (GMO) will make a determination whether the issues are due to Grants.gov system errors or user error.

Hard Copy Submission

Applicants that are submitting their application in paper format should submit one original and two copies of the complete application with all attachments. The original and each of the two copies must include all required forms, certifications, assurances, and appendices, be signed by the Authorized Organization Representative (AOR), and be unbound. The original copy of the application must have original signature(s). See *Section IV.6* of this announcement for address information for hard copy application submissions.

Applications submitted in hard copy must show a DUNS Number. A DUNS Number is a nine-digit number established and assigned by Dun and Bradstreet, Inc. (D&B) to uniquely identify business entities. A DUNS number may be acquired at no cost online at <http://www.dnb.com>. To acquire a DUNS number by phone, contact the D&B Government Customer Response Center: U.S. and U.S. Virgin Islands: 1-866-705-5711; Alaska and Puerto Rico: 1-800-234-3867 (Select Option 2, then Option 1). Monday -

Friday 7 AM - 8 PM c.s.t.

As of October 1, 2010, all applicants for Federal grants and cooperative agreements, including those that apply in paper format, are required to have Central Contractor Registration. CCR registration is also required for organizations that will receive subawards under Federal grants and cooperative agreements.

Registration at the CCR must be updated annually from the date of the initial registration. A CCR registration is required to be active throughout the period of award. Lack of CCR registration will prevent ACF from making an award to a recommended applicant.

CCR registration may be made online at <https://www.bpn.gov/ccr/> or by phone at 1-877-252-2700.

Due to the possibility of heavy traffic at the CCR website, applicants are strongly encouraged to register at the CCR well in advance of the application due date.

Applicants may refer to *Section VIII. Other Information* for a checklist of application requirements that may be used in developing and organizing application materials. Details concerning acknowledgment of received applications are available in *Section IV.3. Submission Dates and Times* of this announcement.

IV.3. Submission Dates and Times

Due Date for Letter of Intent: **12/20/2010**

Due Date for Applications: **01/18/2011**

Explanation of Due Dates

The due date for receipt of applications is listed in the *Overview* and in this section. Applications received after 4:30 p.m., eastern time, on the due date will be classified as late and will not be considered in the current competition.

Applicants are responsible for ensuring that applications are received by mail, hand-delivery, or submitted electronically well in advance of the application due date and time.

Mailed Applications

Mailed applications must be **received** no later than 4:30 p.m., eastern time, on the due date, listed in the *Overview* and in this section, at the address provided in *Section IV.6* of this announcement. Applications received after the stated due date and time will be designated as late and will be disqualified from competition.

Hand-Delivered Applications

Applications that are hand-delivered by applicants, applicant couriers, other representatives of the applicant, or by overnight/express mail couriers must be **received** on, or before, the due date listed in the *Overview* and in this section, between the hours of 8:00 a.m. and 4:30 p.m., eastern time, Monday through Friday (excluding Federal holidays). Applications should be delivered to the address provided in *Section IV.6.* of this announcement. Applications received after the stated due date and time will be designated as late and will be disqualified from competition.

Electronically-Submitted Applications

ACF does not accommodate transmission of applications by facsimile or email. Instructions for electronic submission via www.Grants.gov may be found at the [Grants.gov Registration Checklist](#).

Electronically-submitted applications must be **received and validated** at www.Grants.gov by 4:30 p.m., eastern time, on the due date.

Upon submission and receipt of an application via Grants.gov, the applicant will receive three emails:

1. Acknowledgement of the application's submission to Grants.gov. This email will provide a **Grants.gov tracking number**. Applicants should refer to this tracking number in all communication with Grants.gov. The email will also provide a **date and time-stamp, which serves as the official record of application submission**. The date and time-stamp must reflect a submission time on, or before, 4:30 p.m., eastern time, on the application due date for the application to be considered as meeting the due date. Applications received at Grants.gov after the due date and time will be disqualified.
2. Acknowledgement from Grants.gov that the submitted application package has passed, or failed, a series of checks and validations. Applications received on the due date that fail the validation check on, or after, 4:30 p.m., eastern time, on the due date because the Authorized Organization Representative (AOR) is not registered with the Central Contractor Registry (CCR) will be determined to be late and will not be considered for the review. Applications that do not pass the validation check at Grants.gov after the due date and time will be disqualified.
3. An additional email from ACF will be sent to the applicant indicating that the application has been retrieved from Grants.gov by ACF.

Late Applications

No appeals will be considered for applications classified as late under the following circumstances:

- Hard-copy applications received after 4:30 p.m., eastern time, on the due date will be classified as late and will be disqualified.
- Electronically-submitted applications are considered late, and are disqualified, when the date and time-stamp received by email from www.Grants.gov is after 4:30 p.m., eastern time, on the due date.
- Electronically-submitted applications submitted by an AOR that does not have a current registration with the Central Contractor Registry (CCR) will be rejected by Grants.gov. Although the applicant may have an acceptable dated and time-stamped email from Grants.gov, these applications are considered late and are disqualified.

Extension/Waiver of Due Date and Receipt Time

ACF may extend an application due date and receipt time when circumstances such as natural disasters occur (floods, hurricanes, etc.); when there are widespread disruptions of mail service; or in other rare cases. The determination to extend or waive the due date and receipt time requirements rests with ACF's Chief Grants Management Officer.

Acknowledgement of Received Application

ACF will not provide acknowledgement of receipt of hard copy application packages submitted via mail or courier services.

Upon submission of an application electronically via <http://www.Grants.gov>, the applicant will receive three emails:

1. Acknowledgement of the application's submission to Grants.gov. This email will provide a **Grants.gov tracking number**. The email will also provide a **date and time-stamp, which serves as the official record of application submission**.
2. Your application has been validated and provides a Time/Date Stamp. See the previous section on failing the validation check because of an unregistered Authorized Organization Representative

(AOR).

3. An email will be sent to the applicant from ACF indicating that the application has been retrieved from Grants.gov by ACF.

IV.4. Intergovernmental Review of Federal Programs

This program is covered under Executive Order (E.O.) 12372, "Intergovernmental Review of Federal Programs," and 45 CFR Part 100, "Intergovernmental Review of Department of Health and Human Services Programs and Activities." Under the Executive Order, States may design their own processes for reviewing and commenting on proposed Federal assistance under covered programs.

Applicants should go to the following URL for the official list of the jurisdictions that have elected to participate in E.O. 12372 http://www.whitehouse.gov/omb/grants_spoc/.

Applicants from participating jurisdictions should contact their SPOC, as soon as possible, to alert them of their prospective applications and to receive instructions on their jurisdiction's procedures. Applicants must submit all required application materials to the SPOC and indicate the date of submission on the Standard Form (SF) 424 at item 19.

Under 45 CFR 100.8(a)(2), a SPOC has 60 days from the application due date to comment on proposed new awards.

SPOC comments may be submitted directly to ACF to: U.S. Department of Health and Human Services, Administration for Children and Families, Office of Grants Management, Division of Discretionary Grants, 370 L'Enfant Promenade SW., 6th Floor East, Washington, DC 20447.

Entities that meet the eligibility requirements of this announcement are still eligible to apply for a grant even if a State, Territory or Commonwealth, etc., does not have a SPOC or has chosen not to participate in the process. Applicants from non-participating jurisdictions need take no action with regard to E.O. 12372. Applications from Federally-recognized Indian Tribal governments are not subject to E.O. 12372.

IV.5. Funding Restrictions

Costs of organized fund raising, including financial campaigns, endowment drives, solicitation of gifts and bequests, and similar expenses incurred solely to raise capital or obtain contributions, are considered unallowable costs under grants awarded under this announcement.

Grant awards will not allow reimbursement of pre-award costs.

Construction is not an allowable activity or expenditure under this grant award.

Purchase of real property is not an allowable activity or expenditure under this grant award.

No funds made available through this grant may be used to promote, support, or advocate the legalization or practice of prostitution. Nothing in the preceding sentence shall be construed to preclude assistance designed to promote the purposes of the Trafficking Victims Protection Act of 2000 by ameliorating the suffering of, or health risks to, victims while they are being trafficked or after they are out of the situation that resulted from such victims being trafficked.

No funds made available through this grant may be used to implement any program that targets victims of severe forms of trafficking in persons through any organization that has not stated in either a grant application, a grant agreement, or both, that it does not promote, support, or advocate the legalization or practice of prostitution. The preceding sentence shall not apply to organizations that provide services to individuals solely after they are no longer engaged in activities that resulted from such victims being

trafficked. See 22 U.S.C. 7110(g).

IV.6. Other Submission Requirements

Submit applications to one of the following addresses:

Submission By Mail

Ben Sharp
Office of Grants Management, 6th Floor East
Division of Discretionary Grants
Administration for Children and Families
370 L'Enfant Promenade SW
Washington, DC 20447

Hand Delivery

Ben Sharp
Office of Grants Management, 6th Floor East
Division of Discretionary Grants
Administration for Children and Families
901 D St. SW, Aerospace Building
ACF Mailroom, 2nd Floor (near loading dock)
Washington, DC 20024

Electronic Submission

See *Section IV.2* for application requirements and for guidance when submitting applications electronically via <http://www.Grants.gov>.

For all submissions, see *Section IV.3* for information on due dates and times.

V. Application Review Information

V.1. Criteria

Applications competing for financial assistance will be reviewed and evaluated using the criteria described in this section. The corresponding point values indicate the relative importance placed on each review criterion. Points will be allocated based on the extent to which the application proposal addresses each of the criteria listed. Applicants should address these criteria in their application materials, particularly in the project description and budget justification, as they are the basis upon which competing applications will be judged during the objective review. The required elements of the project description and budget justification may be found in *Section IV.2* of this announcement.

Organizational Profile

Maximum Points: 40

Reviewers will evaluate the extent to which the applicant has demonstrated organizational capacity and the ability to effectively implement and manage the programmatic and financial aspects of the project. The application must include the organizational mission statement, organizational chart, and management plan for the project. **(10 points)**

Reviewers will evaluate the extent to which the applicant has demonstrated that it has knowledge of the TVPA and the federal definition of trafficking in persons; and at least three years of experience in

identifying both labor and sex trafficking victims, making service referrals for trafficking victims, providing referrals to law enforcement, and providing technical assistance and trainings on human trafficking. Also, reviewers will determine whether the applicant has provided letters of support from relevant partners in the geographic region such as law enforcement agents, and if it does not lead the coalition, letters of support from the coalition leader or coalition members. **(10 points)**

Reviewers will determine the extent to which the applicant provided information on its past record of identifying both foreign and domestic victims; obtaining Certification, Eligibility and/or Interim Assistance Letters for foreign victims; and providing referrals of victims to or receiving victim referrals from both law enforcement agencies and service providers. Reviewers will also determine whether previous recipients of Federal anti-trafficking grants or contracts described the purpose of the award and the results achieved with Federal funds. **(10 points)**

Reviewers will examine the extent to which the applicant has described in detail the professional qualifications of main project staff that will be responsible for leading or actively participating in a regional coalition; providing training and technical assistance to subawards and monitoring subawards; providing service referrals for foreign and domestic victims; conducting trainings, outreach and providing technical assistance on human trafficking; and making referrals to law enforcement. The application must include job descriptions for each project staff person and resumes of key project staff, demonstrating appropriate professional background and work experience. **(10 points)**

Approach

Maximum Points: 25

This evaluation criterion focuses on the extent to which the application has addressed the Program Purposes and all six objectives as listed in Purpose and Scope in Section I and provided a comprehensive plan for accomplishing all six objectives and for overall fiscal and program management accountability of awarded funds. **(10 points)**

Reviewers will evaluate applicant's logic model for designing and managing its project. Reviewers will determine whether the applicant incorporated all six program objectives into the logic model and included specific activities for each objective, target numbers for each activity, outcomes, and timelines for accomplishing activities. **(5 points)**

Reviewers will determine the extent to which the applicant has provided information on its sub-awards including the name, location (city, State), and expertise of each sub-awardee; a description of the scope of each sub-awardee's activity and how its work will contribute to the overall project; and a Memorandum of Understanding or a letter of intent and draft sub-award agreements. **(5 points)**

Reviewers will determine the extent to which the applicant provides a plan for sustainability that details how the proposed project plan will create project self-sufficiency and help to ensure that the impact of the project will continue after Federal assistance has ended. The applicant may include information on plans to secure additional financial resources. **(5 points)**

Objectives and Need for Assistance

Maximum Points: 15

Evaluations on this criterion will focus on the extent to which the applicant demonstrates the need for and purpose of a Rescue & Restore Victims of Human Trafficking Regional Program in the geographic area(s) in which it will implement the project. **(5 points)**

Reviewers will evaluate to the extent to which the application demonstrates how this program will help to identify and protect human trafficking victims and increase public awareness about human trafficking, particularly among potential victims of human trafficking. **(10 points)**

Outcomes

Maximum Points: 10

The extent to which the applicant has provided and explained realistic and achievable target numbers for the number of victims identified; the number of victims referred to service providers; the number of victims who receive Certification, Eligibility and/or Interim Assistance Letters as a result of grantee's or its sub-awards' efforts; the number of persons trained in social service agencies and law enforcement agencies; the number of persons reached during public awareness activities; and for applicants who lead a coalition, target numbers for increasing membership, members' anti-trafficking outreach and public awareness activities, and training opportunities for coalition members. **(5 points)**

The application will be evaluated on the extent to which the applicant shows how the Rescue & Restore Victims of Human Trafficking Regional Program and its outcomes will be evaluated. Reviewers will examine the extent to which the grantee shows how it will incorporate program improvements based on outcomes. **(5 points)**

Budget

Maximum Points: 10

The application will be evaluated on the extent to which the budget is clear, logical, accurate, and complete. The line-item budget narrative should be understandable and justify the costs proposed. Reviewers will examine the extent to which the applicant shows how categorical costs are derived. Reviewers will examine the extent to which the applicant has demonstrated the cost effectiveness of the program and the necessity, reasonableness and allocation of proposed costs in relation to the proposed activities and outcomes. The budget must show that at least 60 percent of funds will be subawarded annually to local organizations that can identify and/or work with victims of human trafficking; also it must show how the applicant will use the remaining 40 percent of funds. ORR is also interested in the amount and source of any additional funding, including in-kind contributions, which will help support the project.**(10 points)**

V.2. Review and Selection Process

No grant award will be made under this announcement on the basis of an incomplete application.

Initial ACF Screening

Each application will be screened to determine whether it was received by the closing date and time and whether the requested amount exceeds the award ceiling. Applications that are designated as late according to *Section IV.3. Submission Dates and Times*, or those with requests that exceed the award ceiling, stated in *Section II. Award Information*, will be returned to the applicant with a notation that they were deemed non-responsive and will not be reviewed.

Objective Review and Results

Applications competing for financial assistance will be reviewed and evaluated by objective review panels using the criteria described in *Section V.1* of this announcement. Each panel is made up of experts with knowledge and experience in the area under review. Generally, review panels are composed of three reviewers and one chairperson.

Results of the competitive objective review are taken into consideration by ACF in the selection of projects for funding; however, objective review scores and rankings are not binding. They are one element in the decision-making process.

ACF may elect not to fund applicants with management or financial problems that would indicate an inability to successfully complete the proposed project. Applications may be funded in whole or in part. Successful applicants may be funded at an amount lower than that requested. ACF reserves the right

to consider preferences to fund organizations serving emerging, unserved, or under-served populations, including those populations located in pockets of poverty. ACF will also consider the geographic distribution of Federal funds in its award decisions.

ACF may refuse funding for projects with what it regards as unreasonably high start-up costs for facilities or equipment, or for projects with unreasonably high operating costs.

The Director of ORR will give priority to geographic locations with reported high incidence of human trafficking. The Director of ORR reserves the right to give priority consideration to applications that demonstrate three or more years of experience in identifying and assisting both sex and labor trafficking victims, making service referrals for trafficking victims, providing tips to law enforcement, and providing technical assistance and trainings on human trafficking.

Approved but Unfunded Applications

Applications that are approved but unfunded may be held over for funding in the next funding cycle, pending the availability of funds, for a period not to exceed one year.

V.3. Anticipated Announcement and Award Dates

Announcement of awards and the disposition of applications will be provided to applicants at a later date.

VI. Award Administration Information

VI.1. Award Notices

Successful applicants will be notified through the issuance of a Financial Assistance Award (FAA) document that sets forth the amount of funds granted, the terms and conditions of the grant, the effective date of the grant, the budget period for which initial support will be given, the non-Federal share to be provided (if applicable), and the total project period for which support is contemplated. The FAA will be signed by the Grants Officer and transmitted via postal mail. Following the finalization of funding decisions, organizations whose applications will not be funded will be notified by letter, signed by the Program Office head.

VI.2. Administrative and National Policy Requirements

Awards issued under this announcement are subject to the uniform administrative requirements and cost principles of 45 C.F.R. Part 74 (Awards And Subawards To Institutions Of Higher Education, Hospitals, Other Nonprofit Organizations, And Commercial Organizations), or 45 C.F.R. Part 92 (Grants And Cooperative Agreements To State, Local, And Tribal Governments).

An application funded with the release of Federal funds through a grant award, does not constitute, or imply, compliance with Federal regulations. Funded organizations are responsible for ensuring that their activities comply with all applicable Federal regulations.

Prohibition Against Profit

Grantees are subject to the limitations set forth in 45 C.F.R. Part 74, Subpart E-Special Provisions for Awards to Commercial Organizations (45 C.F.R. §74.81_Prohibition against profit), which states that, "... no HHS funds may be paid as profit to any recipient even if the recipient is a commercial organization. Profit is any amount in excess of allowable direct and indirect costs."

Equal Treatment for Faith-Based Organizations

Grantees are also subject to the requirements of 45 C.F.R. Part 87, Equal Treatment for Faith-Based Organizations: "Direct Federal grants, sub-award funds, or contracts under this ACF program shall not be used to support inherently religious activities such as religious instruction, worship, or proselytization. Therefore, organizations must take steps to separate, in time or location, their inherently religious activities from the services funded under this program. Regulations pertaining to the Equal Treatment for Faith-Based Organizations, which includes the prohibition against Federal funding of inherently religious activities, can be found at the HHS web site at: <http://www.hhs.gov/fbc/waisgate21.pdf>.

A faith-based organization receiving HHS funds retains its independence from Federal, State, and local governments, and may continue to carry out its mission, including the definition, practice, and expression of its religious beliefs. For example, a faith-based organization may use space in its facilities to provide secular programs or services funded with Federal funds without removing religious art, icons, scriptures, or other religious symbols. In addition, a faith-based organization that receives Federal funds retains its authority over its internal governance, and it may retain religious terms in its organization's name, select its board members on a religious basis, and include religious references in its organization's mission statements and other governing documents in accordance with all program requirements, statutes, and other applicable requirements governing the conduct of HHS funded activities." Additional information on "Understanding the Regulations Related to the Faith-Based and Community Initiative" can be found at: <http://www.hhs.gov/fbc/regulations/index.html>.

The Code of Federal Regulations (C.F.R.) is available at <http://www.gpoaccess.gov/CFR/>.

Award Term and Condition under the Trafficking Victims Protection Act of 2000

Awards issued under this announcement are subject to the requirements of Section 106 (g) of the Trafficking Victims Protection Act of 2000, as amended (22 U.S.C. 7104). For the full text of the award term, go to http://www.acf.hhs.gov/grants/award_term.html. If you are unable to access this link, please contact the Grants Management Contact identified in Section VII. Agency Contacts of this announcement to obtain a copy of the Term.

HHS Grants Policy Statement

The HHS Grants Policy Statement (HHS GPS) is the Department of Health and Human Services' single policy guide for discretionary grants and cooperative agreements. ACF grant awards are subject to the requirements of the HHS GPS, which covers basic grants processes, standard terms and conditions, and points of contact, as well as important agency-specific requirements. Appendices to the HHS GPS include a glossary of terms and a list of standard abbreviations for ease of reference. The general terms and conditions in the HHS GPS will apply as indicated unless there are statutory, regulatory, or award-specific requirements to the contrary that are specified in the Financial Assistance Award (FAA). The HHS GPS is available at http://www.acf.hhs.gov/grants/grants_related.html.

VI.3. Reporting

Grantees under this announcement will be required to submit performance progress and financial reports periodically throughout the project period. The frequency of required reporting is listed later in this section.

In FY 2009, most ACF grantees began using a standard form for required performance progress reporting (PPR). Use of the new standard form, the ACF-OGM SF-PPR, began for new awards and continuation awards made by ACF in FY 2009. At a minimum, grantees are required to submit the ACF-OGM SF-PPR, which consists of the ACF-OGM SF-PPR Cover Page and the Program Indicators-Attachment B.

ACF Programs that utilize reporting forms or formats in addition to, or instead of, the ACF-OGM SF-PPR have listed the reporting requirements later in this section.

Grant award documents will inform grantees of the appropriate performance progress report form or format to use beginning in FY 2009. Grantees should consult their award documents to determine the appropriate performance progress report format required under their award.

Grantees will continue to use the Financial Status Report (FSR) SF-269 (long form) for required financial reporting.

Performance progress and financial reports are due 30 days after the end of the reporting period. Final program performance and financial reports are due 90 days after the close of the project period. Final reports may be submitted in hard copy to the Grants Management Office Contact listed in *Section VII. Agency Contacts* of this announcement.

The SF-269 (long form) and the ACF-OGM-SF-PPR may be found at http://www.acf.hhs.gov/grants/grants_resources.html.

Program Progress Reports: Quarterly

Financial Reports: Quarterly

Awards issued as a result of this funding opportunity may be subject to the Transparency Act subaward and executive compensation reporting requirements of 2 CFR Part 170. See ACF's [Award Term for Federal Financial Accountability and Transparency Act \(FFATA\) Subaward and Executive Compensation Reporting Requirement](#) implementing this requirement and additional award applicability information.

VII. Agency Contacts

Program Office Contact

Maggie Wynne
Administration for Children and Families
Anti-Trafficking in Persons Division
370 L'Enfant Promenade SW
8th Floor West
Washington, DC 20447
Phone: (202) 401-4664
Fax: 202-401-5487
Email: trafficking@ACF.hhs.gov

Office of Grants Management Contact

Ben Sharp
Administration for Children and Families
Office of Grants Management
Division of Discretionary Grants
370 L'Enfant Promenade SW

6th Floor East
Washington, DC 20447
Phone: (202) 401-5513
Email: acfogme-grants@acf.hhs.gov

Federal Relay Service:

Hearing-impaired and speech-impaired callers may contact the Federal Relay Service for assistance at 1-800-877-8339 (TTY - Text Telephone or ASCII - American Standard Code For Information Interchange).

VIII. Other Information

NOTICE: ACF intends to move to electronic application submission via www.Grants.gov for applications for discretionary awards in FY 2012. For applicants without Internet access, or those without the computer capacity to upload large documents, ACF will offer a waiver procedure. In the next few months, ACF will post a *Federal Register* notice soliciting public comment on the intended move to all electronic application submission via www.Grants.gov for applicants for discretionary awards.

Reference Websites

U.S. Department of Health and Human Services (HHS) on the Internet <http://www.hhs.gov/>.

Administration for Children and Families (ACF) on the Internet <http://www.acf.hhs.gov/>.

Administration for Children and Families - ACF Funding Opportunities homepage <http://www.acf.hhs.gov/grants/>.

Catalog of Federal Domestic Assistance (C.F.D.A.) <https://www.cfda.gov/>.

Code of Federal Regulations (C.F.R.) <http://www.gpoaccess.gov/cfr/index.html>.

United States Code (U.S.C) <http://www.gpoaccess.gov/uscode/>.

All required Standard Forms, assurances, and certifications are available on the ACF Forms page at http://www.acf.hhs.gov/grants/grants_resources.html.

Grants.gov Forms Repository webpage at http://www.grants.gov/agencies/aforms_active_form_SF424f.jsp.

Versions of other Standard Forms (SFs) are available on the Office of Management and Budget (OMB) Grants Management Forms web site at http://www.whitehouse.gov/omb/grants_forms/.

For information regarding accessibility issues, visit the Grants.gov Accessibility Compliance Page at http://www07.grants.gov/aboutgrants/accessibility_compliance.jsp

Sign up to receive notification of ACF Funding Opportunities at www.Grants.gov http://www.grants.gov/applicants/email_subscription.jsp.

Application Checklist

What to Submit	Where Found	When to Submit
DUNS Number (Universal Identifier)	Referenced in Section IV.2. of the announcement. Go to https://eupdate.dnb.com/requestoptions.asp to obtain DUNS Number.	Required in application submission.
Letter of Intent	Referenced in Section IV.2. of the announcement. under "Project Description."	Submission is due by the Letter of Intent due date found in the Overview and in Section IV.3.
SF-424 - Application for Federal Assistance SF-P/PSL - Project/Performance Site Location(s)	Referenced in Section IV.2. and found at http://www.acf.hhs.gov/grants/grants_resources.html and at the Grants.gov Forms Repository at http://apply07.grants.gov/apply/FormLinks?family=15 .	Submission is due by the application due date found in the Overview and in Section IV.3.
SF-424A - Budget Information - Non-Construction Programs SF-424B - Assurances - Non-Construction Programs	Referenced in Section IV.2. and found at http://www.acf.hhs.gov/grants/grants_resources.html .	Submission is due by the application due date found in the Overview and in Section IV.3.
Table of Contents	Referenced in Section IV.2. of the announcement under "Project Description."	Submission is due by the application due date found in the Overview and in Section IV.3.
Project Summary/Abstract	Referenced in Section IV.2. of the announcement under "Project Description."	Submission is due by the application due date found in the Overview and in Section IV.3.
Project Description	Referenced in Section IV.2. of the announcement.	Submission is due by the application due date found in the Overview and in Section IV.3.

Budget and Budget Justification	Referenced in Section IV.2. of the announcement under "Project Description."	Submission is due by the application due date found in the Overview and in Section IV.3.
Third-Party Agreements	Referenced in Section IV.2. of the announcement under "Project Description."	If available, submission is due by the application due date found in Overview and in Section IV.3. If not available at the time of application submission, due by the time of award.
Letters of Support	Referenced in Section IV.2. of the announcement under "Project Description."	Submission is due by the application due date found in the Overview and in Section IV.3.
Project Sustainability Plan	Referenced in Section IV.2. of the announcement under "Project Description."	Submission is due by the application due date found in the Overview and in Section IV.3.
Certification Regarding Lobbying	Referenced in Section IV.2. of the announcement and found at http:// www.acf.hhs.gov /grants/grants_resources.html .	Submission is due by the time of award.
This program is covered under E.O. 12372, "Intergovernmental Review of Federal Programs," and 45 CFR Part 100, "Intergovernmental Review of Department of Health and Human Services Programs and Activities". Applicants must submit all required application materials to the State Single Point of Contact (SPOC) and indicate the date of	Applicants should go to the following URL for the official list of the jurisdictions that have elected to participate in E.O. 12372 http:// www.whitehouse.gov /omb/grants_spoc/ as indicated in Section IV.4. of this announcement.	Submission due to State Single Point of Contact by the application due date found in the Overview and in Section IV.3.

submission on the Standard Form (SF) 424 at item 19.		
Proof of Non-Profit Status	Referenced in Section IV.2. of the announcement under "Legal Status of Applicant Entity" in the "Project Description."	Submission is due by the time of award.
Logic Model	Referenced in Section IV.2. of the announcement under "Project Description."	Submission is due by the application due date found in the Overview and in Section IV.3.
SF-LLL - Disclosure of Lobbying Activities, if applicable	<p>"Disclosure Form to Report Lobbying" is referenced in Section IV.2. and found at http://www.acf.hhs.gov/grants/grants_resources.html.</p> <p>Submission of this form is required if any funds have been paid, or will be paid, to any person for influencing, or attempting to influence, an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this commitment providing for the United States to insure or guarantee a loan.</p>	Submission is due by the application due date found in the Overview and in Section IV.3.
Certification Regarding Drug-free Workplace Environment	Referenced in Section IV.2 of the announcement and found at http:// www.acf.hhs.gov/grants/grants_resources.html .	Submission due by date of award and found in Section IV.2.
Survey on Ensuring Equal Opportunity for Applicants	<p>Non-profit private organizations (not including private universities) are encouraged to submit the <i>"Survey on Ensuring Equal Opportunity for Applicants"</i> with their applications. Applicants using a hard copy application, place the completed survey in an envelope labeled "Applicant Survey." Seal the envelope and include it along with your application package. Applicants applying electronically, please submit this survey along with your application.</p> <p>The Survey is referenced in Section IV.2. of the announcement. The Survey may be found at http://www.acf.hhs.gov/grants/grants_resources.html.</p>	Submission is due by the time of award.

Certification Regarding Environmental Tobacco Smoke	Referenced in Section IV.2 of the announcement and found at http:// www.acf.hhs.gov /grants/grants_resources.html .	Submission due by date of award and found in Section IV.2.
Statement on Limitation on Use of Funds	Referenced in Section IV.5 of the announcement.	Submission due by application due date or date of award.
Training Certification	Referenced in Section IV.2 of the announcement under Program Requirement.	Submission due by application due date.

Signature

Date: 11/17/2010

Eskinder Negash
Director
Office of Refugee Resettlement